



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 3-12-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 2510-01		Date Received MAR 13 1974	Application No. 74-107
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of Instructional Services Early Childhood Education 156 Trinity Avenue Atlanta, Georgia 30334		4. Person to Contact Mary Gordon	
		5. Working Title Consultant	6. Tel. No. 656-2685

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1973 - to date

9. Exact Series Title

Early Childhood Education Program Fund Files

10. What is the function of the office in which this record series is created?

The Office of Instructional Services is responsible for development and implementation of curriculum for Georgia Schools from kindergarten through post-secondary technical and adult education. The Office of Instructional Services also administers compensatory programs, the department-owned educational television service, teacher education and certification, and early childhood and special education.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
Documents relating to the application by local school systems for State Funds involving Early Childhood (Pre-school) Education Programs.

Included are: (1) Application for Funds for Early Childhood Education Program, (2) Notification of acceptance or denial for State Funds, (3) Application for Budget Amendment, (4) Approval of Budget Amendment, (5) DE Form 182 - Early Childhood Education Confirmation Requisition, and (6) Related correspondence.

Files are arranged alphabetically by name of local school system.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	4	6		2	5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				7			
			AVERAGE DAILY REFERENCE	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	10		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
Parts of the files are duplicated in the local systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. <input type="checkbox"/> STATE LAW	b. <input type="checkbox"/> STATUTE OF LIMITATION	c. <input type="checkbox"/> AUDIT PERIOD	d. <input type="checkbox"/> FEDERAL LAW	e. <input checked="" type="checkbox"/> ADMINISTRATIVE DECISION	f. <input type="checkbox"/> HISTORICAL VALUE
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(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Heen A. Spaulon</i>	Date 3/12/74	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		<i>D. G. Lucas</i>	3/12/74
STATE RECORDS COMMITTEE		<i>William W. Fagan</i>	4-4-74
Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>	4-1-74
State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>W. J. Sheel</i>	4-4-74
Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			